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Job details

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Bulletin Number	26895BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Mental Health
Position Title	ASSISTANT MENTAL HEALTH COUNSELOR, R.N.
Additional Title	ONLINE FILING ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, EMAIL, FAX, OR IN-PERSON WILL NOT BE ACCEPTED.
Exam Number	25276D
Filing Type	Open Continuous
Filing Start Date	12/09/2013
Salary Type	Monthly
Salary Minimum	5782.42
Salary Maximum	8423.89
Position/Program Information	Positions allocable to this class provide mental health nursing services to individuals, families, and groups in a range of mental health care settings.
Essential Job Functions	<p>Performs initial and ongoing assessment of client's presenting problems, including mental status, level of functioning, developmental status, social and employment skills, co-occurring substance abuse problems, and mental and physical health educational needs.</p> <p>With client participation, develops a Client Care Coordination Plan including measurable objectives that is designed to address behavioral responses to mental illness.</p> <p>Provides targeted case management to coordinate comprehensive mental health/physical health services and to ensure continuity of care; uses interventions to teach symptom management and relapse prevention, foster recreational activities, and facilitate development of independent living skills; educates client to integrate physical health care management into mental health care management activities.</p> <p>Administers psychotropic medication, monitors drug effectiveness and side effects, and provides drug education to clients and clients' families.</p> <p>Performs periodic and ongoing reassessment of changes in mental and physical health status, nutritional status, and of client's progress toward recovery; evaluates client outcomes to determine necessary modification in the Client Care Coordination Plan.</p> <p>Identifies community agencies and resources to assist clients with rehabilitation and recovery while living in the community and consults with private medical facilities, courts, and governmental agencies to coordinate treatment options.</p> <p>Provides input to multidisciplinary team in core area of expertise in connection with client's diagnosis as impacted by physical health problems, and educates individual clients concerning the physical health problems that impact the client's mental health.</p>

Assesses client's suicidal or homicidal tendencies, potential for violence towards self or others, and grave disability and consults with supervisor and/or multidisciplinary team when making judgments concerning client's need for involuntary treatment.

Participates in team meetings to discuss caseload, shift activity, and changes to program policies and procedures.

Participates in continuing education and training to maintain mental health nursing skills.

Requirements

SELECTION REQUIREMENT:

TRAINING AND EXPERIENCE:

Option 1: Graduation from an accredited* Registered Nursing program**
-AND- six years of full-time paid experience*** as a licensed Registered Nurse providing mental health care services to patients in a psychiatric setting.

Option 2: A Bachelor's degree** in nursing from an accredited* college or university with specialty coursework**** in psychiatric nursing -AND- one year of full-time paid experience*** as a licensed registered nurse providing mental health care services to patients in a psychiatric setting.

LICENSE***:**

Current possession of a current, valid, active, and unrestricted permanent license to practice as a Registered Nurse issued by the California Board of Registered Nursing.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

*****Applicants **MUST** provide their complete registered nurse license information in the license section of the application at the time of application submission. A conditional, provisional, probationary, or restricted license will **NOT** be accepted.

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

***To receive credit for experience claimed in a state other than the State of California, applicants must provide their complete registered nurse license information from that state. A conditional, provisional, probationary, or restricted license or certification will NOT be accepted. Applications submitted without the required license information will be considered incomplete and will not be accepted.

Submission of a copy of the required license/s may be requested at any time during the examination process.

Proof of graduation from the required program or degree must indicate the specialized field in order to be evaluated. Candidates whose educational degree does not show the specialty must provide a written statement from their university/college indicating the degree and educational specialty on the university/college letterhead. **A legible copy of diploma, official transcript, or written statement from the Registrar's Office must be submitted at the time of application

submission or during the examination process.

Under Option II - ****A copy of official transcripts showing the completion of the required psychiatric nursing coursework with the corresponding unit credits must be submitted **at the time of application submission or during the examination process.**

Accreditation Information

*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as **American Universities and Colleges** and **International Handbook of Universities** are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by **The National Association of Credential Evaluation Services (NACES)** or the **Association of International Credential Evaluators, Inc. (AICE)**.

Examination Content

This examination will consist of an interview weighted 100%. The interview will evaluate training, knowledge and experience, personal fitness and general ability to perform the duties of the position. **CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE EXAMINATION TO BE PLACED ON THE ELIGIBLE REGISTER.**

Special Information

Appointees must be willing to work any shift, including evenings, nights, weekends, and holidays.

Vacancy Information

Past and present mental health clients and their family members who meet the selection requirements are encouraged to apply.

Eligibility Information

The resulting eligible register for this examination will be used to fill vacancies in the Los Angeles County Department of Mental Health.

The names of candidates receiving a passing grade on this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation on the eligible register.

No person may compete for this examination more than once in a twelve (12) month period.

Available Shift

Any

Application and Filing Information**ONLINE FILING ONLY**

Applicants are required to complete and submit an online Los Angeles County Employment Application in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application. This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

Applicants must submit their online applications by 5:00 pm, Pacific Standard Time(PST), by the last day of filing.

INSTRUCTIONS FOR FILING ONLINE:

To apply online, CLICK on the tab above or below this bulletin which say, **Apply to Job** .

Clear and legible copies of the required documents (e.g. Diploma, Official Transcripts, License, Certificates, etc.) must be uploaded as attachments during application submission -or- faxed to (213) 637-5892 during the examination process. Faxed documents must include your Name, Exam Number and Exam Title.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. **TO RECEIVE CREDIT, YOUR ONLINE APPLICATION MUST SHOW COMPLETE LICENSE, EDUCATION, AND WORK EXPERIENCE INFORMATION**. License information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. **LIST separately each job experience to be evaluated.**

Candidates must provide copies of all required documents at the time of filing.

Applications may be rejected at any stage during the selection process. **Applications with missing information will be rejected as incomplete.**

All information supplied by applicants is subject to verification.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department
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Gloria Lucio

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213.738.2855

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Contact Email**

blucio@dmh.lacounty.gov

**ADA Coordinator
Phone**

213.738.2855

**California Relay
Services Phone**

800.735.2955

Job Field

Nursing

Job Type

Professional

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